
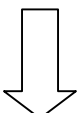
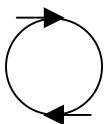

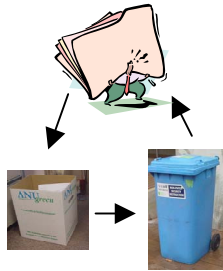





Minimising Waste at ANU

Keeping Waste out of Landfill

In 2003 ANU disposed of over 1300 tonnes of waste to landfill (equivalent to the weight of about 260 adult male elephants), at a cost of over \$200,000. Reducing the amount of waste to landfill helps reduce demand for landfill sites, preventing habitat destruction and water-way pollution from tip sites. In addition, reducing waste to landfill presents financial benefits in the current market: cardboard recycling is free and paper recycling is less than half the cost of landfill disposal. Help reduce our workplace's environmental impact and improve the bank balance by rethinking, reducing, reusing and then recycling!

Here's How:

	Paper	Co-mingled (rigid plastics, cans, glass, PET bottles, milk cartons & tetra packs)	Cardboard	Toner cartridges	Equipment (monitors, computer parts, furniture)
1.Rethink 	<i>Rethink paper use!</i> * Don't print emails unless necessary. * Do you need to print, or can you store documents electronically?	* Buy recycled packaging and ensure it is recyclable.	* Buy recycled packaging and ensure it is recyclable.	* Consider your printing practices – can you print just the page you need instead of an entire article?	* Is it REALLY worth replacing quite yet?
2.Reduce 	<i>Reduce the amount of paper you use!</i> * Always double side or reduce documents.	Reduce packaging: * Use your own mug instead of a plastic cup. * Use a calico bag instead of plastic bags.	* Reduce the amount of cardboard packaging you purchase.	* Print less often – your toner cartridge will last longer!	* Purchase recycled furniture or products with a long life expectancy.
3.Re-use 	<i>Re-use once used paper!</i> * Use one-sided paper for notes. * Re-use manila folders, envelopes and other stationary.	* Re-use plastic drink bottles, take away containers and packaging where possible.	* Store cardboard packaging for future needs by flattening the cardboard.	* Refill any refillable printer cartridges.	* Re-use furniture – call ANUgreen to see if another area is disposing of something you need (recycling: x56605).
4.Recycle 	<i>Recycle re-used paper!</i> * Ensure your office has a well-labelled paper recycling bin (obtainable from ANUgreen). * Recycle all paper products including office paper, envelopes, sticky notes etc. 	* When inside and outside use ANUgreen recycling stations. 	1. Flatten unneeded cardboard. 2. Put flattened cardboard in the official ANU cardboard recycling stations. This is not just a job for the cleaners – it's everyone's responsibility. 	* Recycle toner cartridges. 1. Call Corporate Express for a free used cartridge collection box 2. Store empty cartridges in the box 3. Once you have a minimum of 10 empty cartridges, call The Recycling Centre on 1800 628 854 to arrange collection 	* When disposing of computers & furniture contact the ANU Waste Manager, who may be able to pass it on to a charity or another university department. 